

Section 1

Processing SF-52s

Proponent: West CPOC

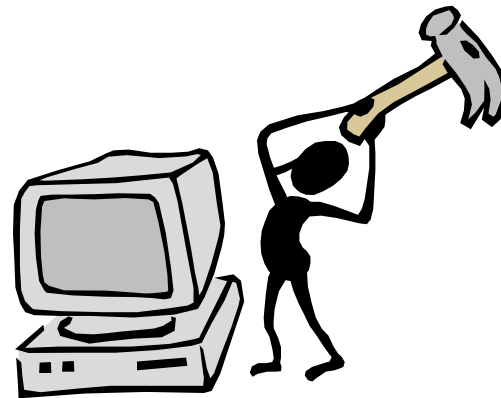
Sub-
Section
N/A

Topic

PERSACT Actions

Remarks

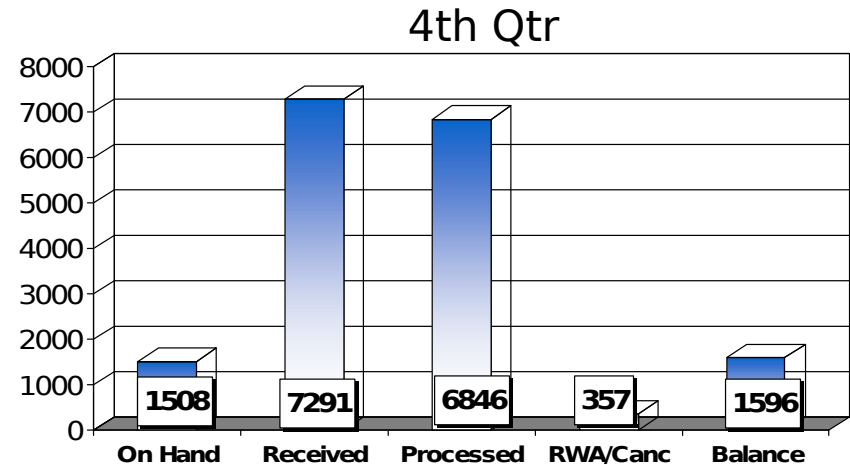
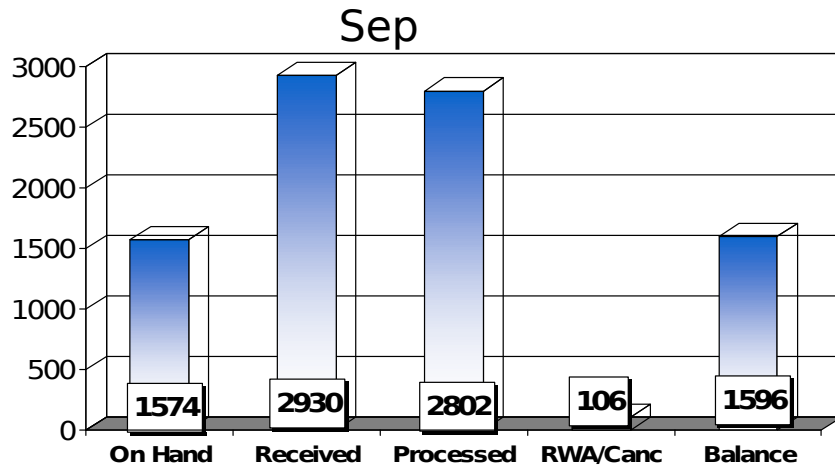
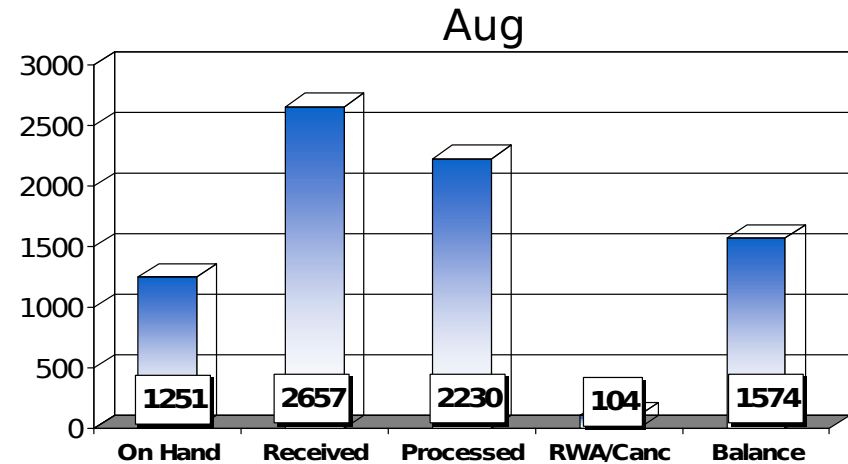
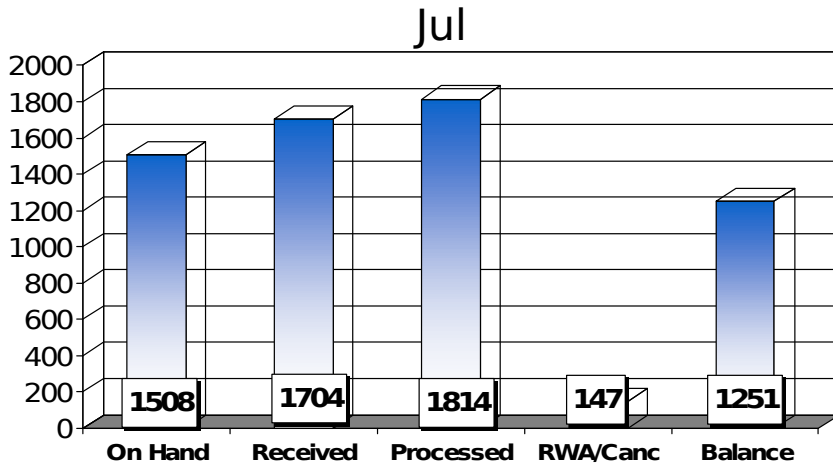
Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.



TOPIC: PERSACT Actions - All Serviced

4TH QTR-FY99

PROPONENT: WCPOC

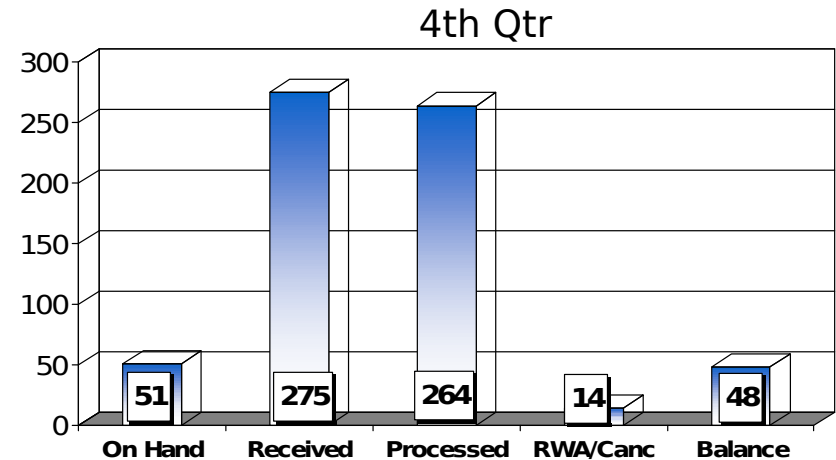
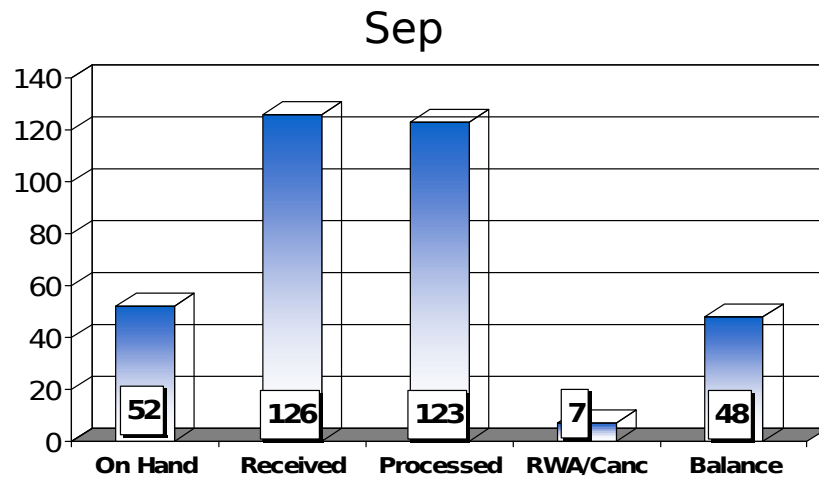
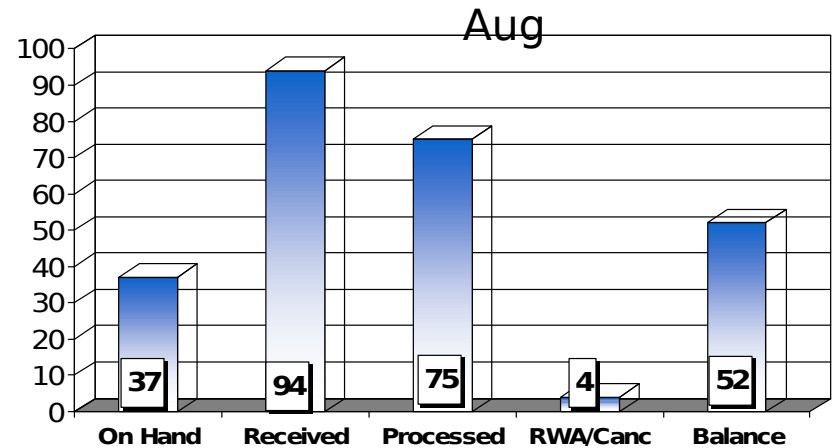
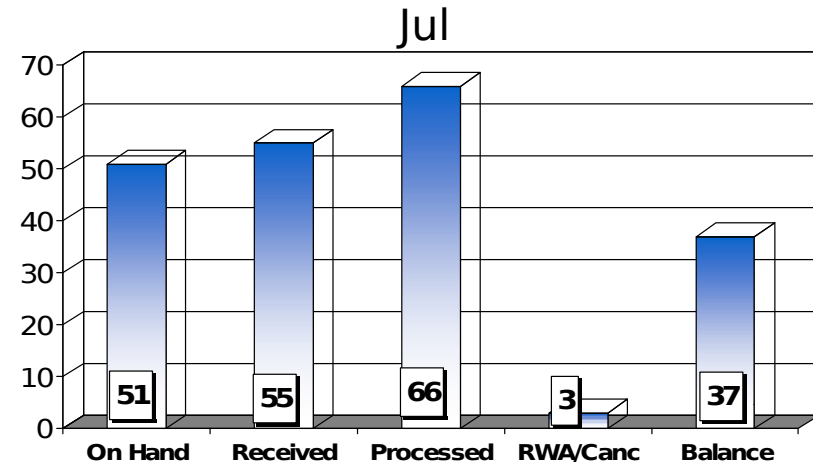


ANALYSIS: Balances on hand at the end of each month increased which is to be expected as serviced population continued to increase. COE, South Pacific Division transitioned on 4 Jul 99, and full Operating Capability (FOC) was reached on 1 Aug 99, with the transition of COE, Portland. Approximately 300 of the final balance are realignment actions which will be processed in October.

TOPIC: PERSACT Actions - Yuma Proving Ground

4TH QTR-FY99

PROPONENT: WCPOC



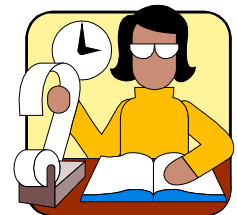
ANALYSIS: Processing is keeping pace with volume of actions received, precluding backlog.

SECTION 2

Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.



TOPIC: Classification Actions Processed - All Serviced

4TH QTR-FY99

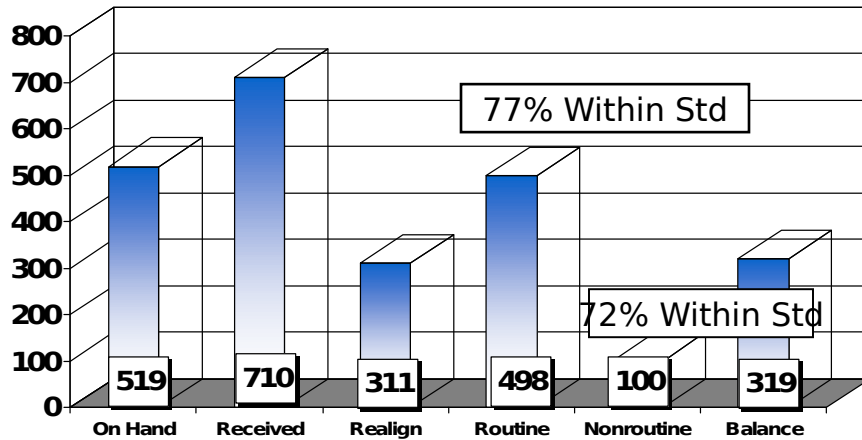
PROPONENT WCPOC- STANDARD:

Routine, 4 Days from Date Received in CD
Non-Routine, 30 Days from Date Received in CD

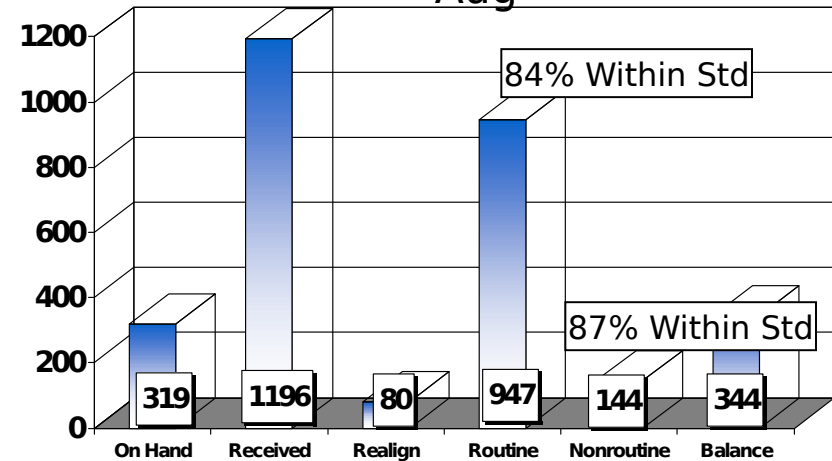
ASSESSMENT:

Routine: Amber
Non-Routine: Am

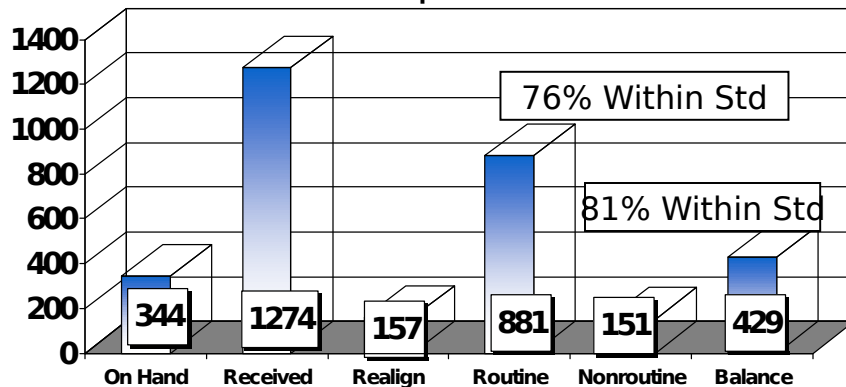
Jul



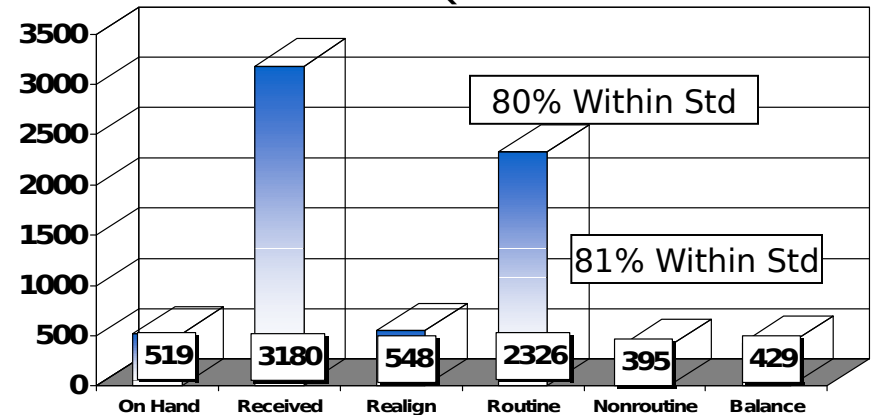
Aug



Sep



4th Qtr



ANALYSIS: Volume has continued to increase with the WCPOC reaching full operating capability during this quarter. Non-routine actions in standard declined from 85% the previous quarter while volume increased by 12%. In standard production for routine actions improved slightly over the previous quarter even with a 49% increase in volume. In the next FY a more systematic review of "at risk" actions will be conducted daily to assure



TOPIC: Classification Actions Processed - Yuma Proving Ground 4TH QTR-FY99

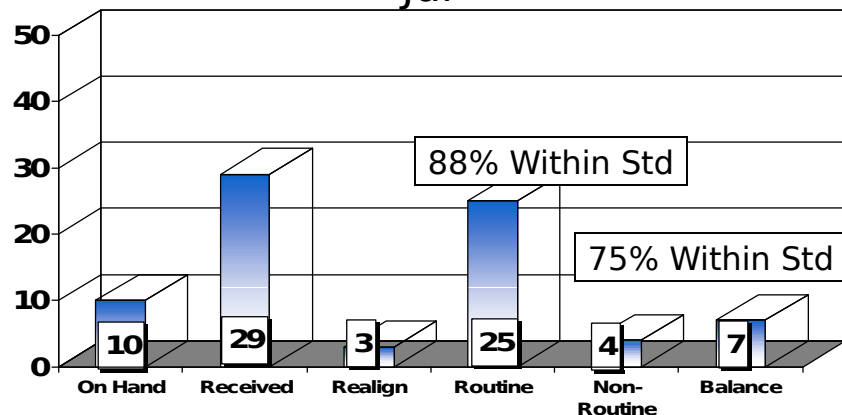
PROPOSER: WCPOC-

Routine, 4 Days from Date Received in CD

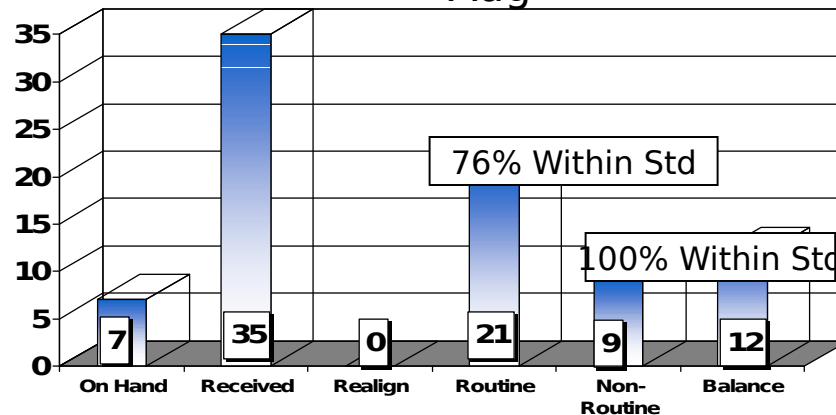
STANDARD: Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine: Amber
Non-Routine: Green

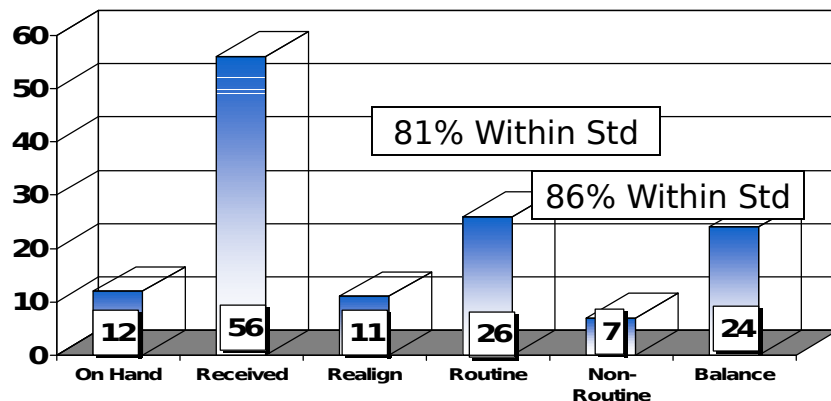
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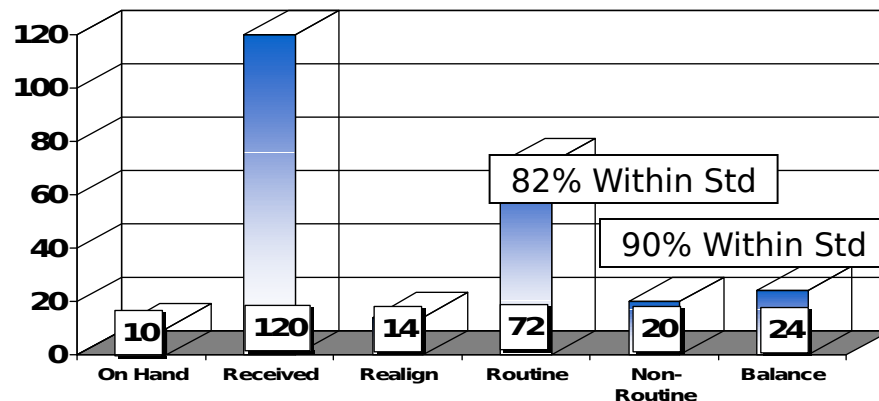
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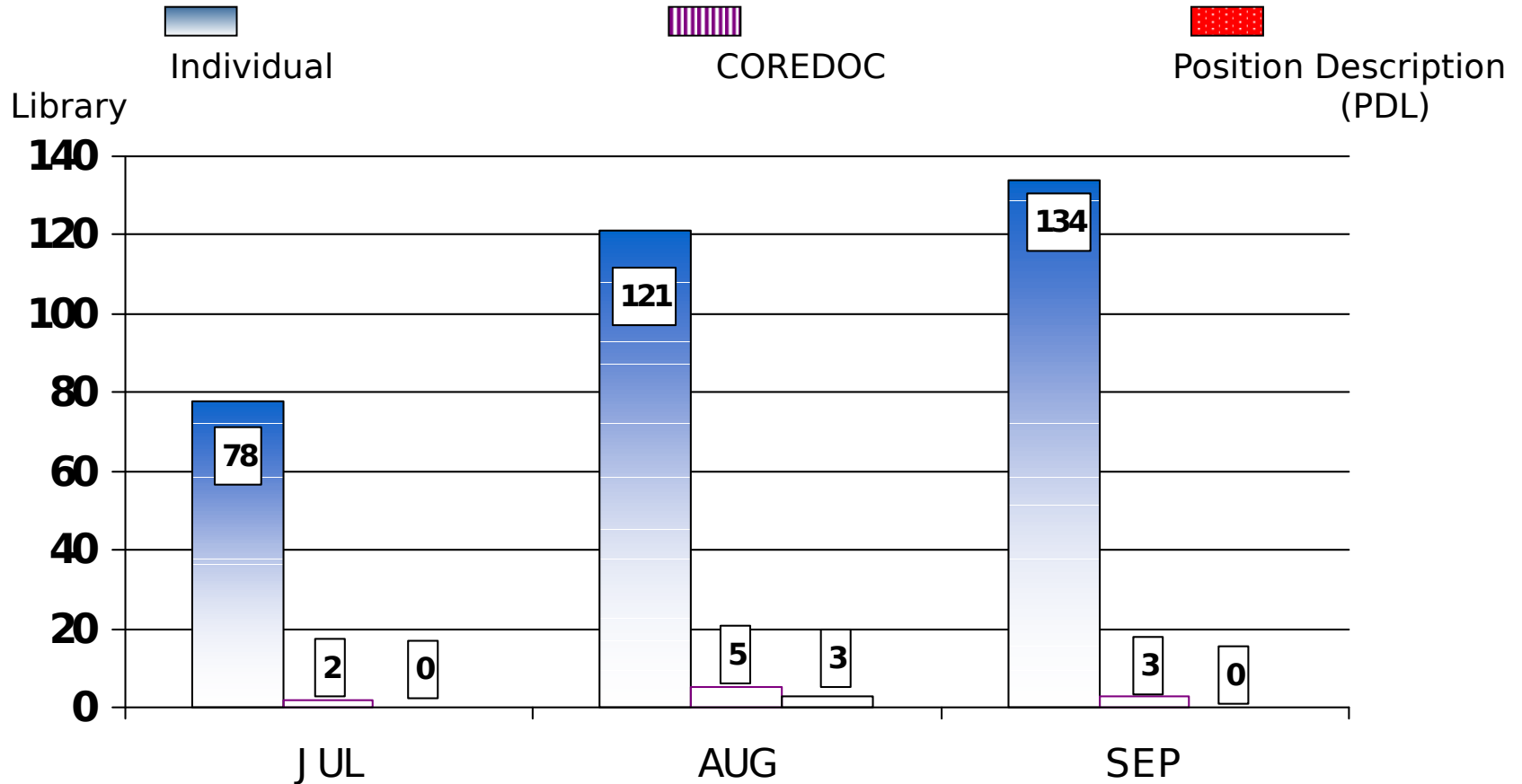
Sep



4th Qtr



ANALYSIS: Volume was the same as last quarter. In standard performance improved for both routine and non-routine actions, with non-routine actions moving from "red" to "green".

TOPIC:**New Position Descriptions****4TH QTR-FY99****PROPOSER: WCPOC-
CD**

ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (9% increase over the previous quarter).

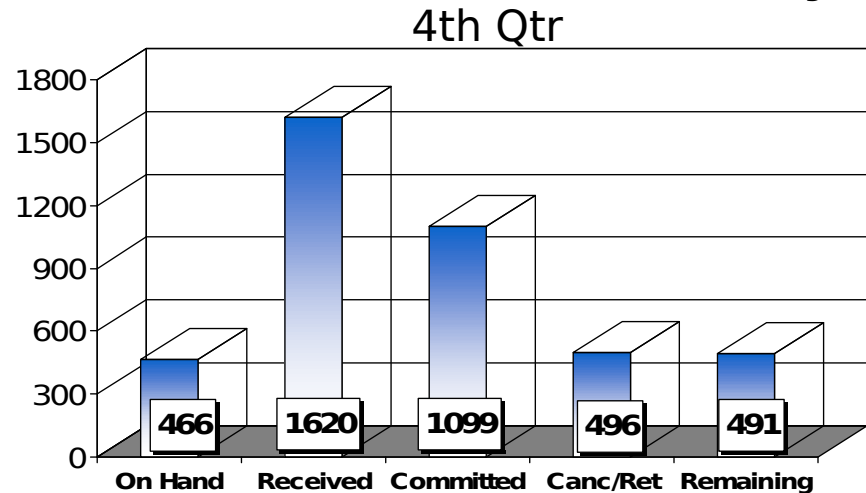
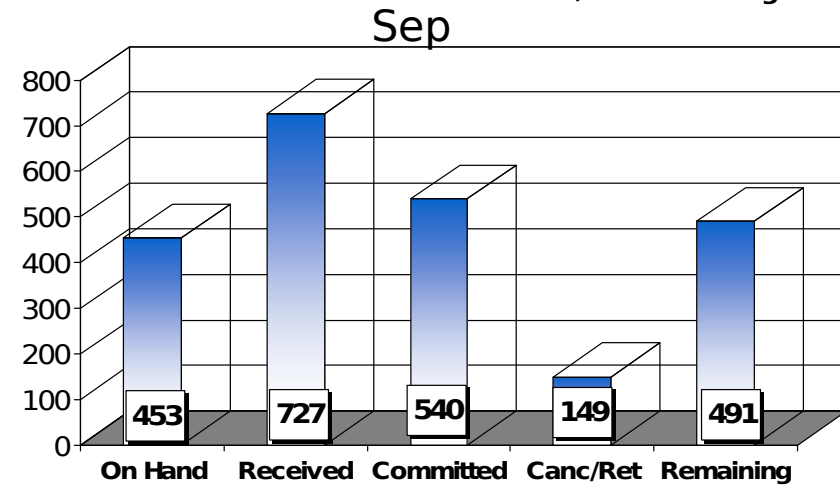
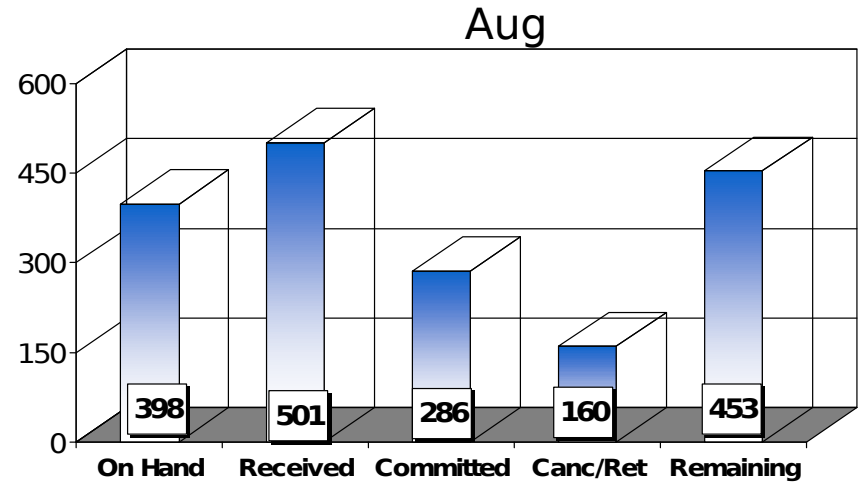
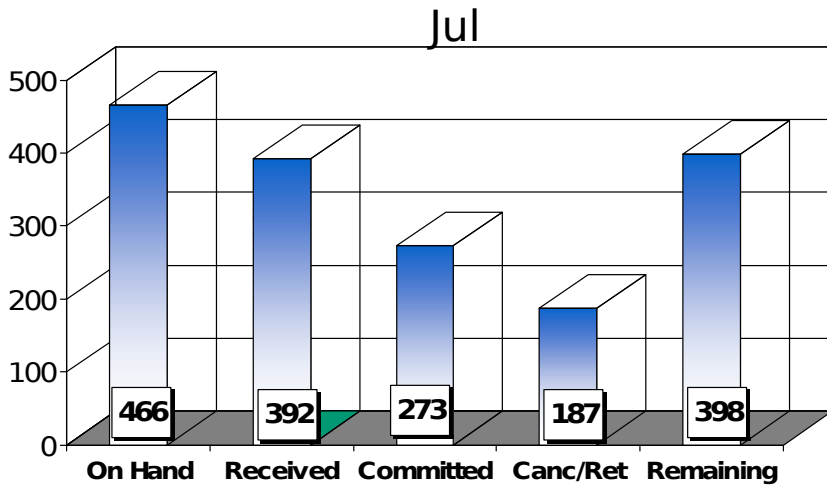
SECTION 3
Filling Jobs
Proponent: WCPOC, Staffing Services Division

<u>Sub-Section</u>	<u>Topic</u>	<u>Remarks</u>
A	Recruitment Activity – Jobs Filled	It illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	It illustrates management feedback on the Resumix process.

TOPIC: Recruitment Activity - Jobs Filled - All Served

4TH QTR-
FY99

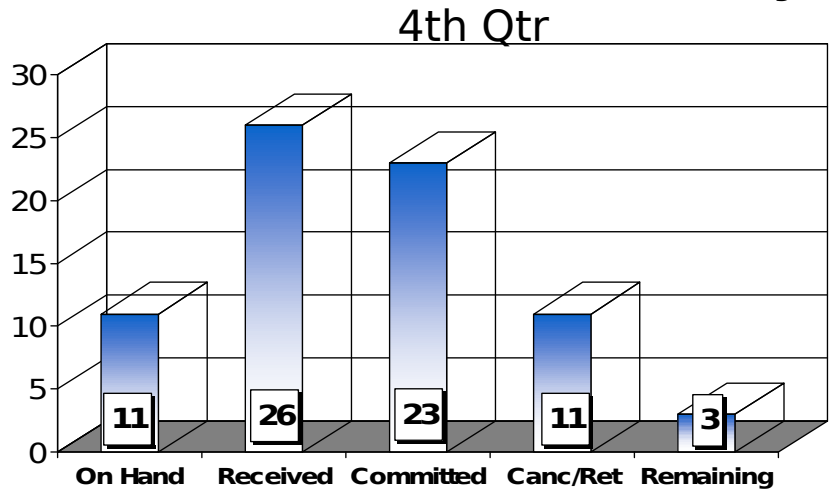
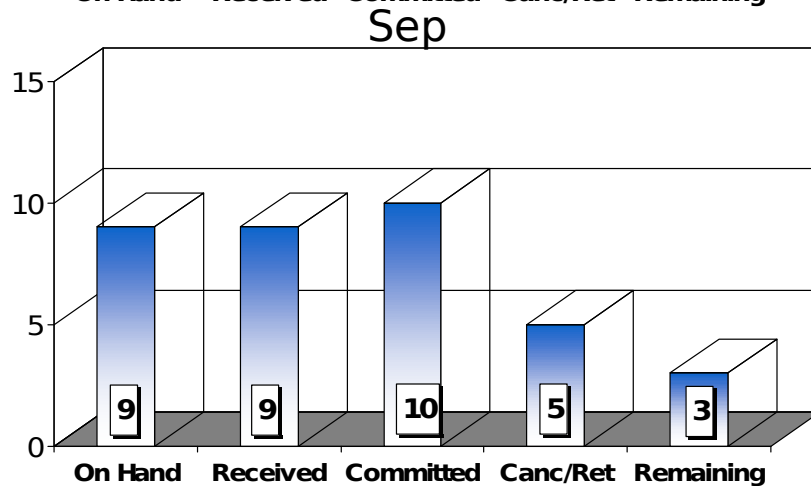
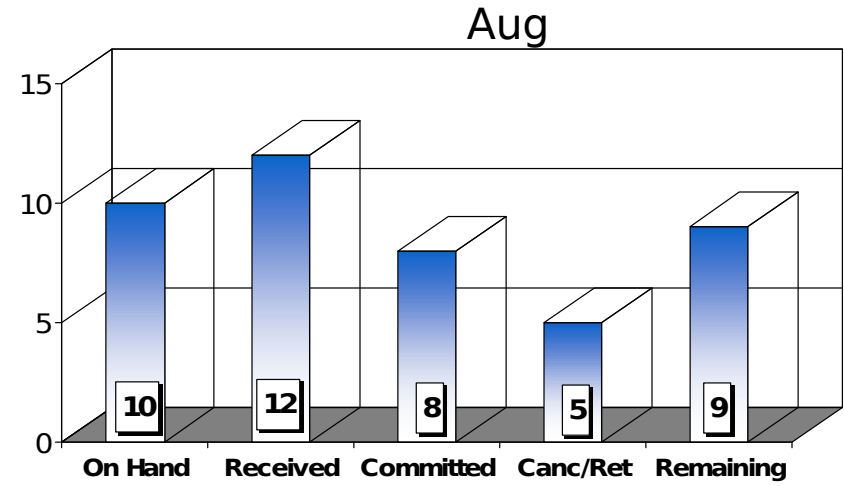
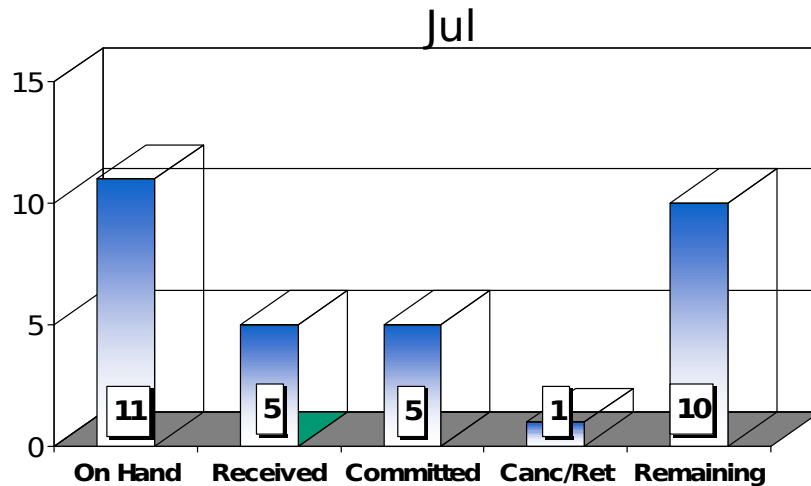
PROPONENT: WCPOC - SSD



ANALYSIS:

During the quarter 1099 positions were committed - 687 through competitive procedures, 59 through PPP and 353 through other non-competitive sources. This represents an increase of almost 33% from last quarter. Of the 491 actions remaining at the end of the quarter, 275 have referrals issued, 35 have PPP issues working and 181 are pending referral.

TOPIC: Recruitment Activity - Jobs Filled - Yuma Proving Ground 4TH QTR-
PROPONENT: WCPOC - SSD **FY99**



ANALYSIS: During the quarter 23 positions were committed - 20 through competitive procedures and 3 through a non-competitive source. Of the 3 remaining actions at the end of the quarter, 2 have referrals issued and 1 is pending referral.

TOPIC: Referral Lists Issued - All Serviced

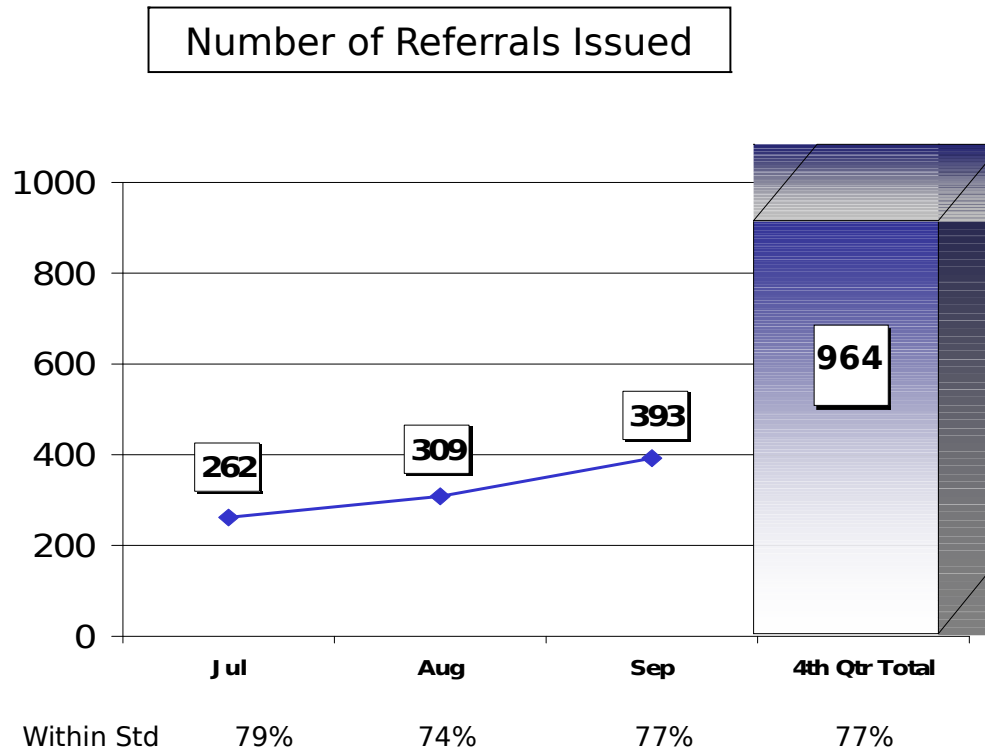
4TH QTR-

FY99

PROPONENT: WCPOC - SSD

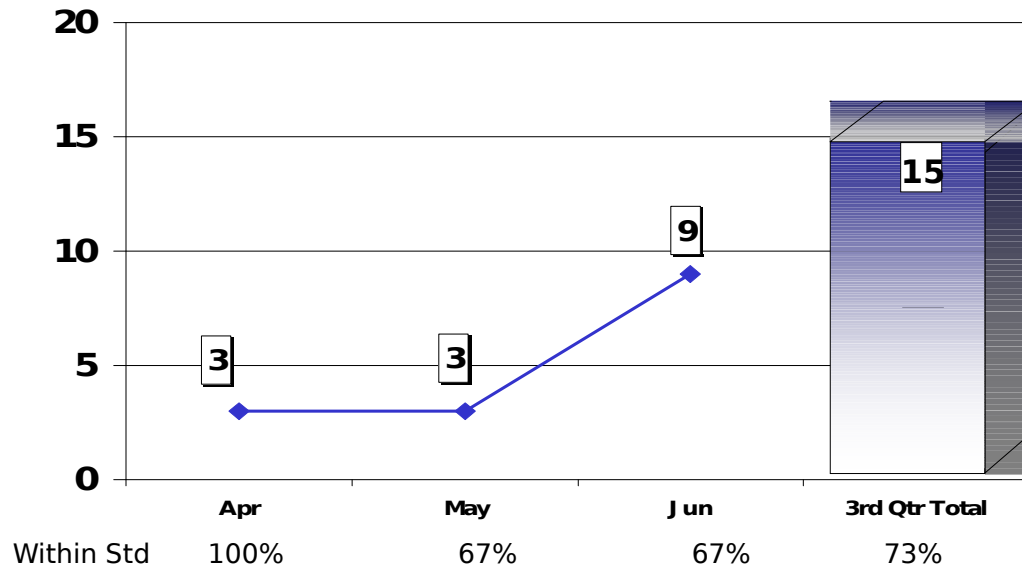
STANDARD: Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD

ASSESSMENT: Amber



ANALYSIS: Referral timeliness remains constant at 77% when compared to last quarter's performance. Even though the number of referrals issued each month increased throughout the quarter, the percentage issued in standard remained constant. Continued emphasis will be placed on issuing quality and timely referral lists.



TOPIC:**Referral Lists Issued - Yuma Proving Ground****4TH QTR-****FY99****PROPONENT: WCPOC - SSD****STANDARD:** Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD**ASSESSMENT: Red****Number of Referrals Issued**

ANALYSIS: Referral timeliness remained steady this quarter at 73%. The majority of recruitment actions required OPM certificates. Timeliness is expected to improve during the next quarter.

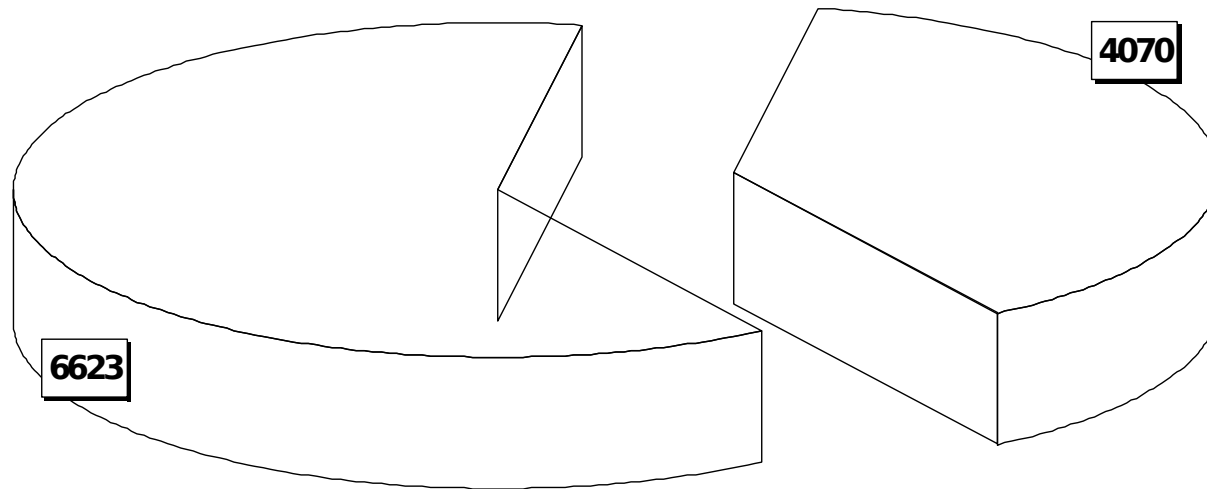


TOPIC:**Total Resumes in Resumix Database - All Serviced 4TH QTR-FY99****PROPONENT: WCPOC - SSD**

External Applicants

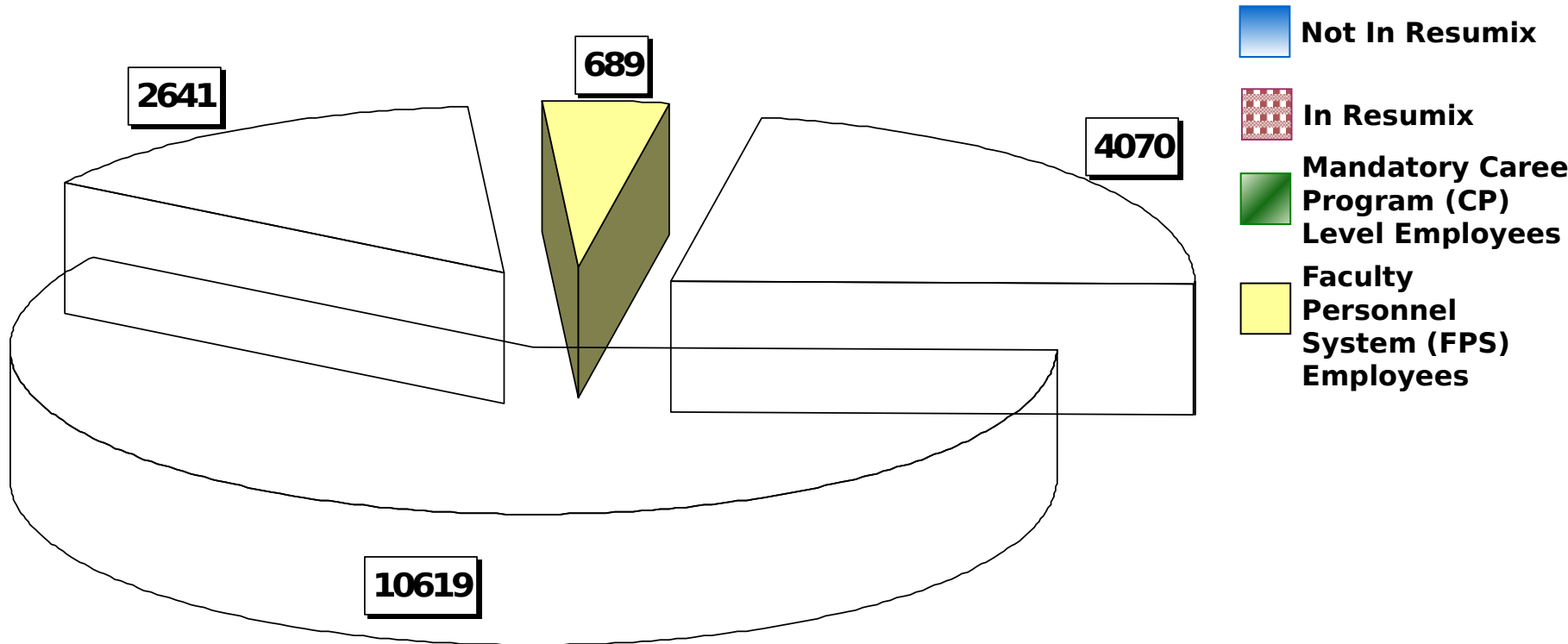


Internal Applicants

**Total Applicants in Resumix : 12,854**

ANALYSIS: The total number of resumes in the database increased by 3,484 resumes from last quarter. This increase is significant considering that all external resumes over 6 months old were purged from the system this quarter. The purging of the external applicants was accomplished to keep the database current. The increase is also attributed to the addition of our last two CPAC's, COE, Portland and COE, South Pacific Division, as well as continued applicant response from our web site and USA JOBS.



TOPIC:**Internal Resumes in Resumix Database - All Served****4TH QTR-
FY99****PROPONENT: WCPOC - SSD**

Total Population: 18,019

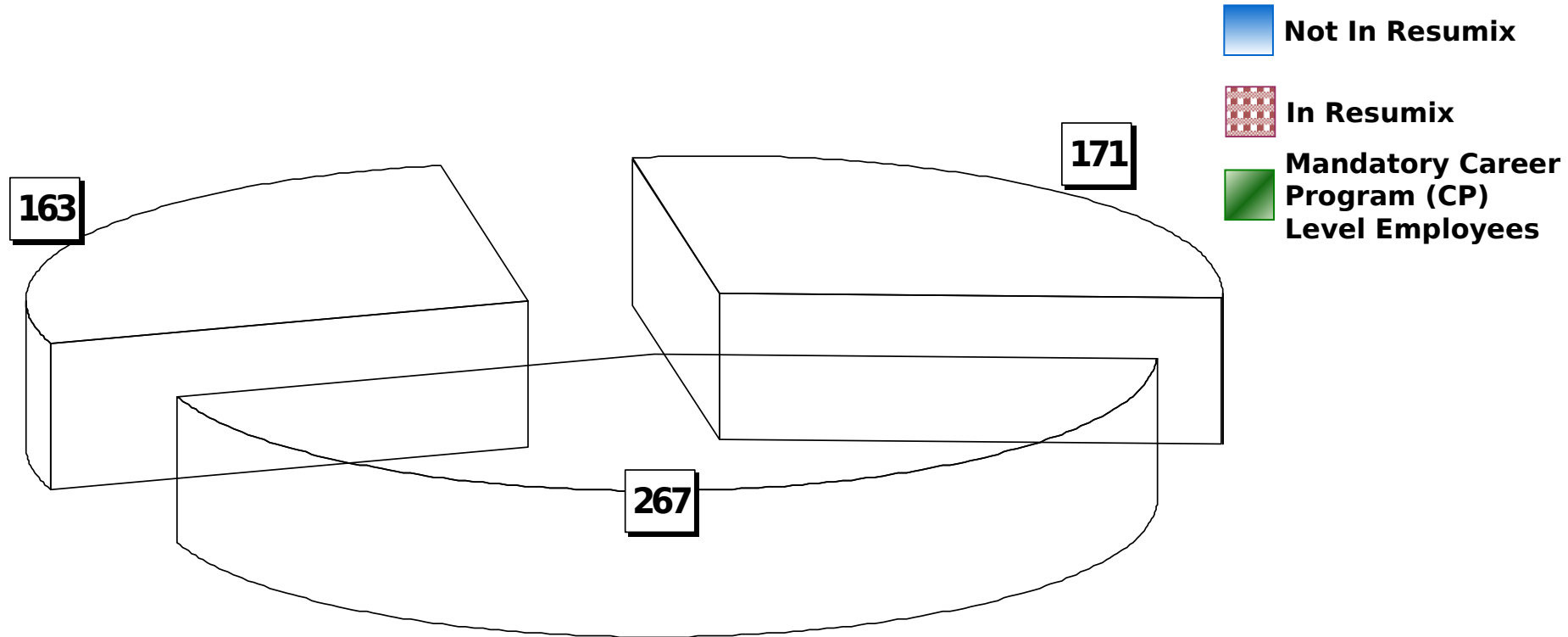
in Resumix (excludes mandatory CP level and FPS employees): 4,070 (28%)



ANALYSIS: Twenty-eight percent of the current serviced population has submitted resumes to the Resumix database, an improvement over the 25% reflected last quarter. Additional Resumix coaches' training, as well as expanded outreach efforts, are planned by several of the CPACs during the first quarter FY00. This is expected to ensure the continued positive upward trend of Resumix applications in the database.

TOPIC:

Internal Resumes in Resumix Database - Yuma Proving Ground 4TH QTR-

PROPONENT: WCPOC - SSD**FY99**

Total Population: 601

in Resumix (excludes mandatory CP level employees): 171 (39%)

ANALYSIS: Thirty-nine percent of the current serviced population has submitted resumes to the Resumix database, up from 31% last quarter. All vacancies are publicized locally prior to forwarding to the CPOC.

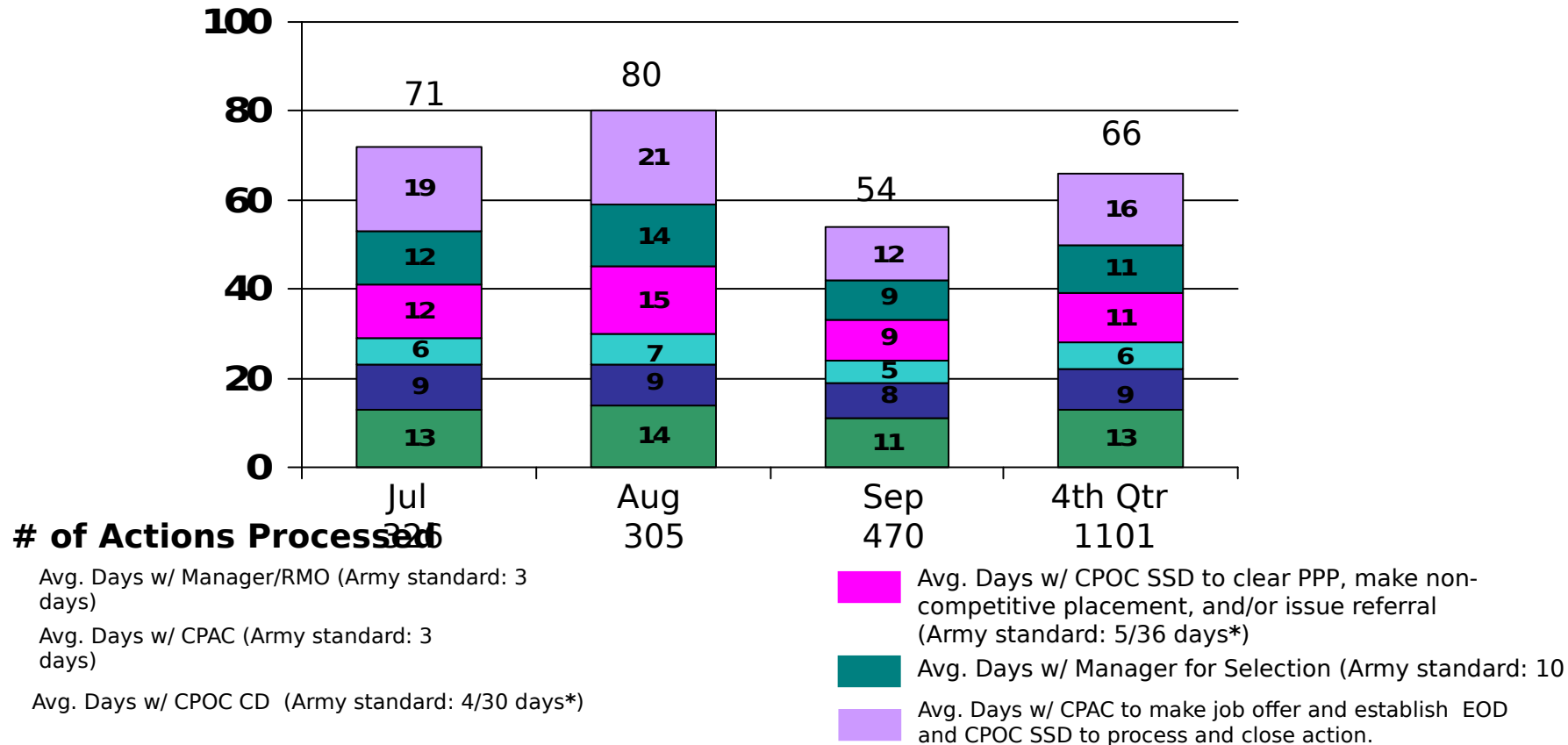


TOPIC: Avg Processing Time - Recruitment Actions - All Serviced (From Initiation to Closure)

4TH QTR-
FY99

PROPONENT: West Region Partners

Army Average 99 Days 105 Days 99 Days



*standard varies with type of action/referral

ANALYSIS:

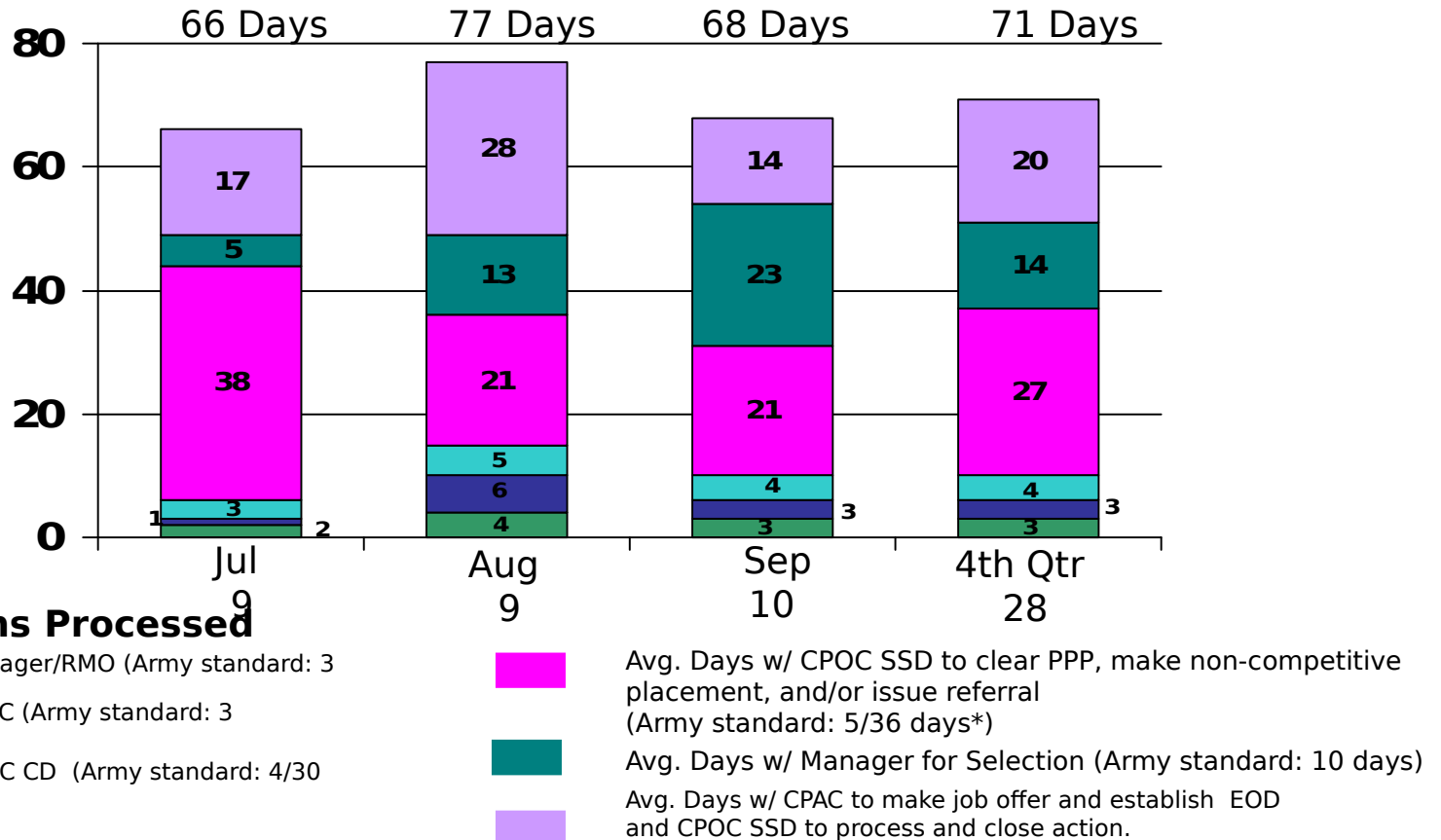
During the quarter 1101 recruitment actions were processed, up 47% from last quarter. The average time to process actions from initiation to closure improved to 66 days (80 days last quarter). West Region compares favorably with overall DA performance; fill time in July, August, and September respectively was 28%, 24%, and 45% below that of the overall Army fill time. When compared to the Army average, our fill time is excellent, but there is still room for improvement by Region partners in various components of the fill time continuum. Efforts will continue to improve both the quality of the process and the timeliness of filling positions.



TOPIC: Avg Processing Time - Recruitment Actions - Yuma Proving Ground (From Initiation to Closure)

**4TH QTR-
FY99**

PROPONENT: West Region Partners



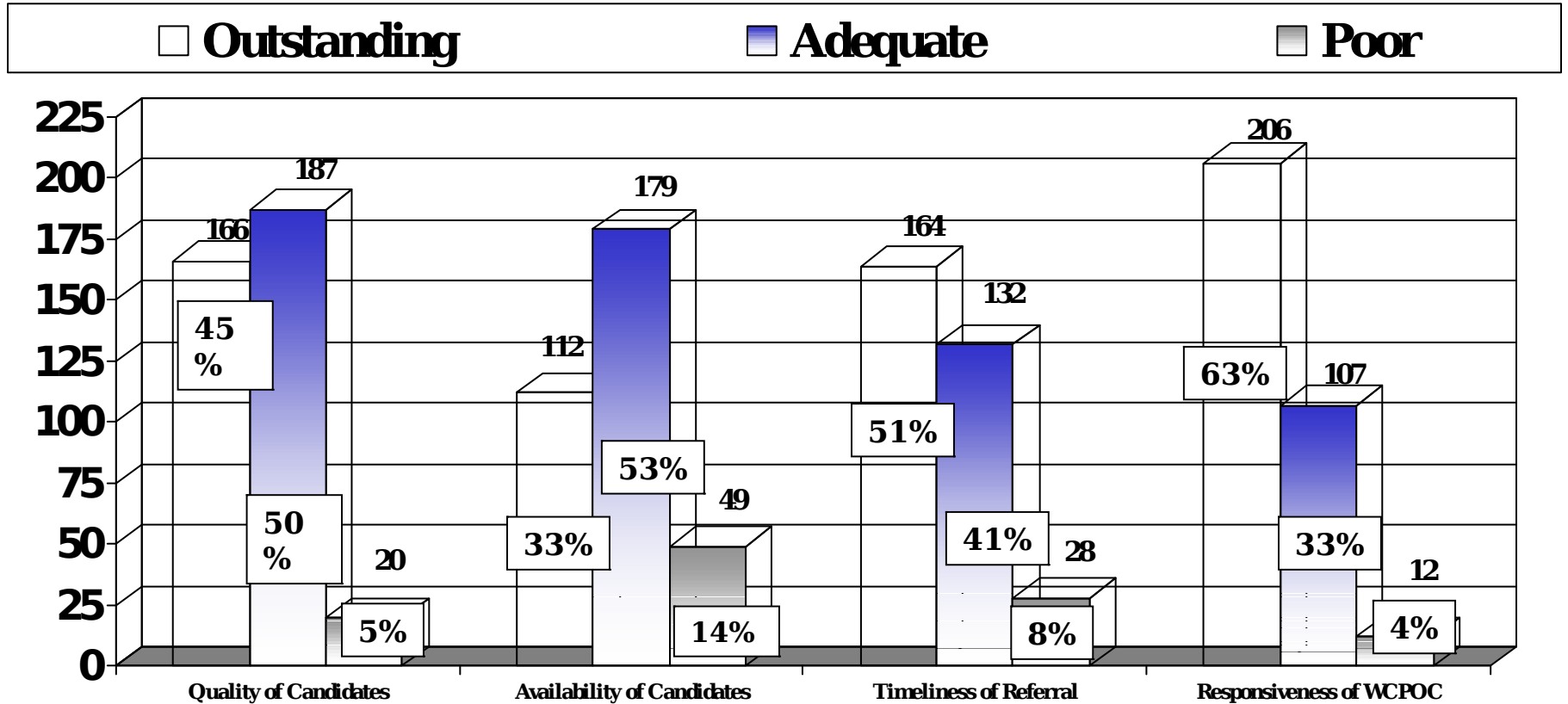
***standard varies with type of action/referral**



ANALYSIS:

Twenty-eight actions were processed this quarter in an average of 71 days from initiation by the manager to closure. The CPAC and managers continue to do an excellent job of flowing actions and making selections. Efforts will continue to improve fill timeliness while maintaining quality in the staffing process.

TOPIC:	Management Feedback on Resumix Referrals -	THRU END OF 4TH QTR- FY99
PROPONENT:	WCPOC - S&D Serviced	



TOTAL Resumix REFERRAL LISTS ISSUED = 2491* TOTAL # FEEDBACK FORMS RETURNED = 551

*includes referrals for multiple grades

ANALYSIS: Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.

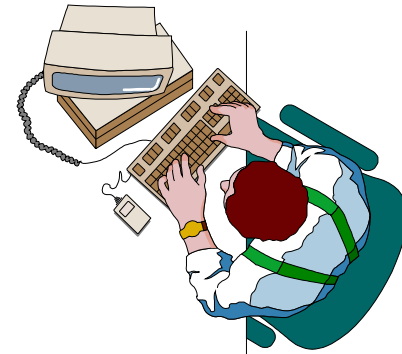


SECTION 4

Processing Personnel Actions

Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



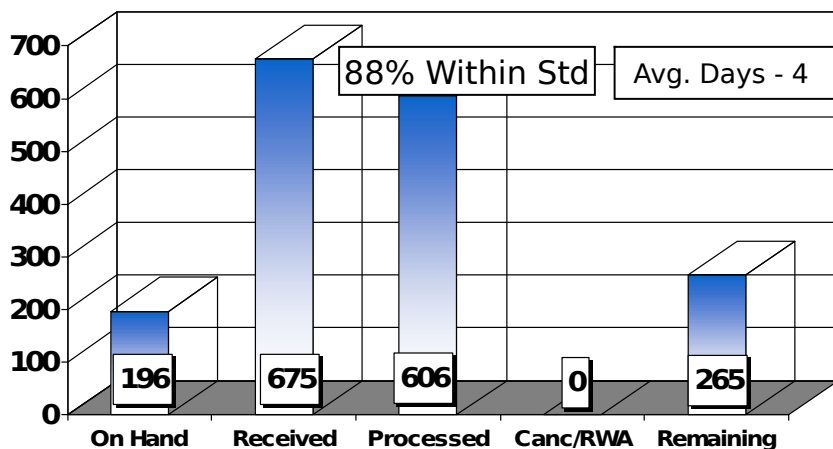
TOPIC: Non-Recruitment Actions Processed - All Serviced **4TH QTR-FY99**

PROPONENT: WCPOC - SSD

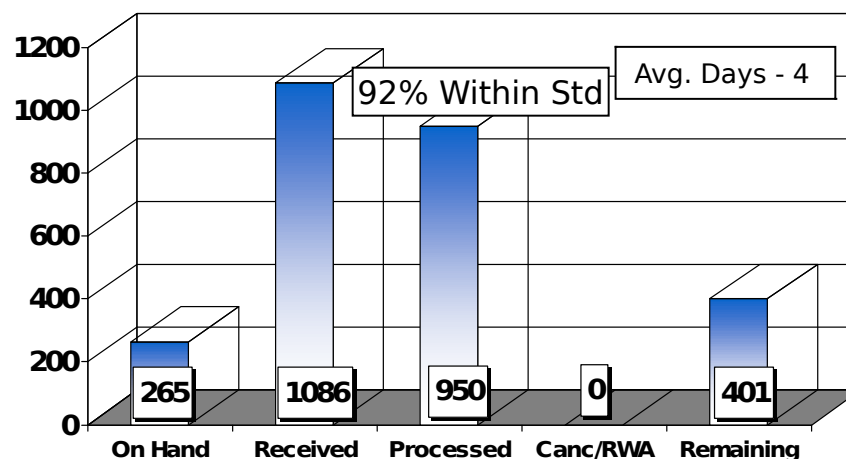
ASSESSMENT: Green

STANDARD: 5 Calendar Days Avg. from Date Rec'd in SSD

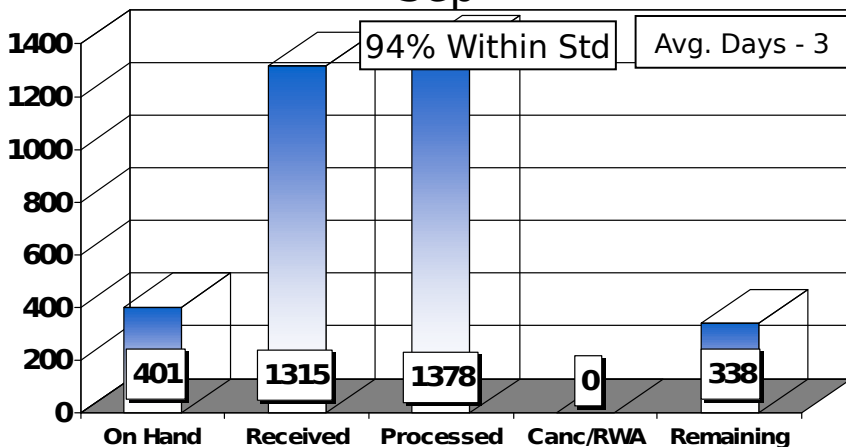
Jul



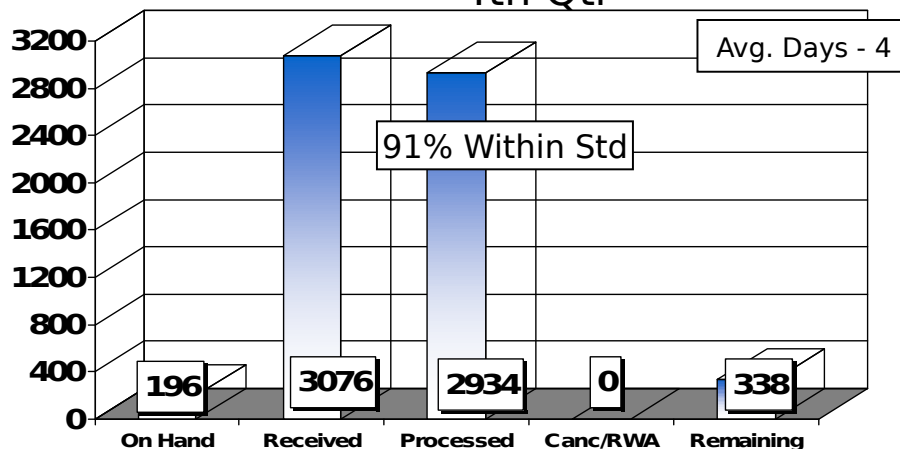
Aug



Sep

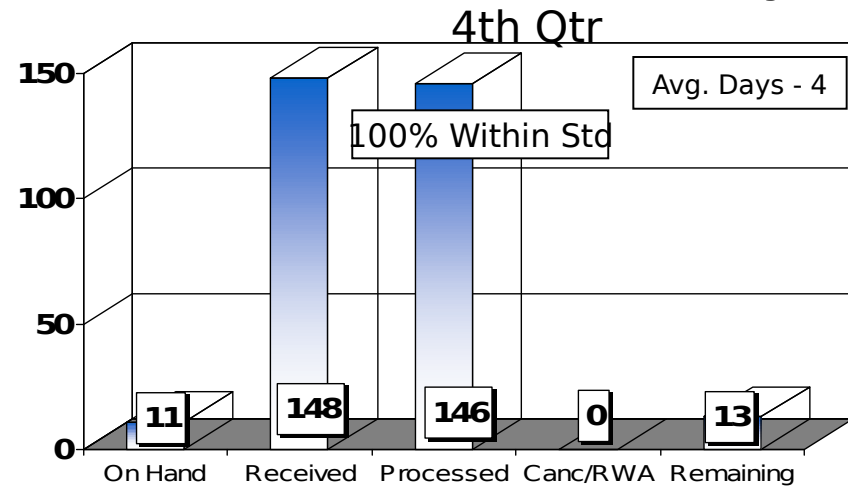
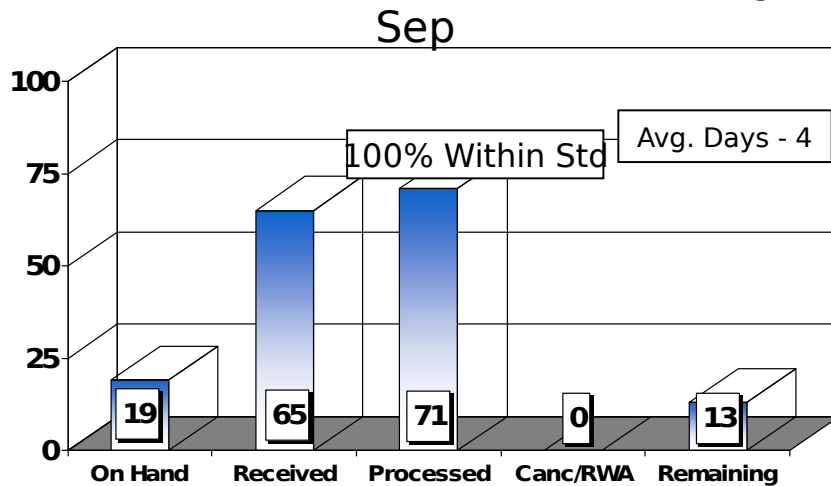
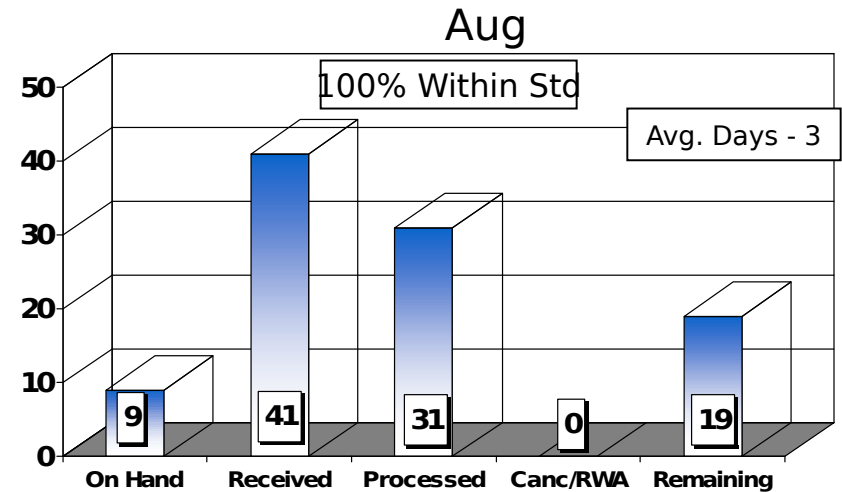
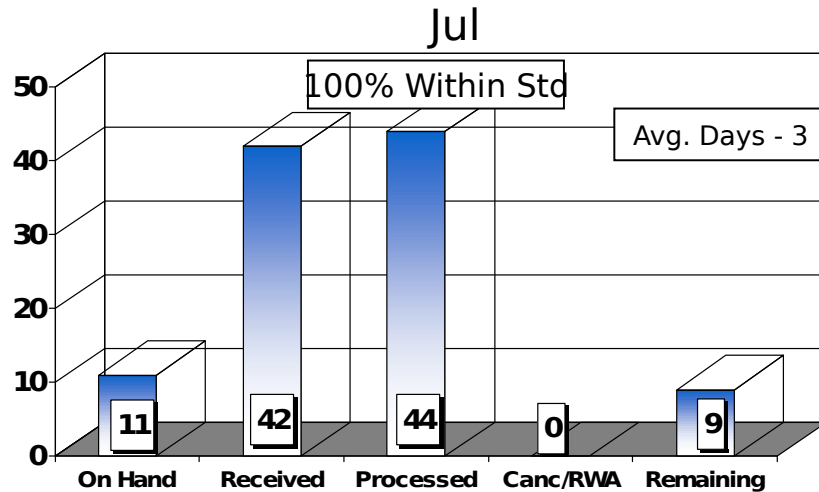


4th Qtr

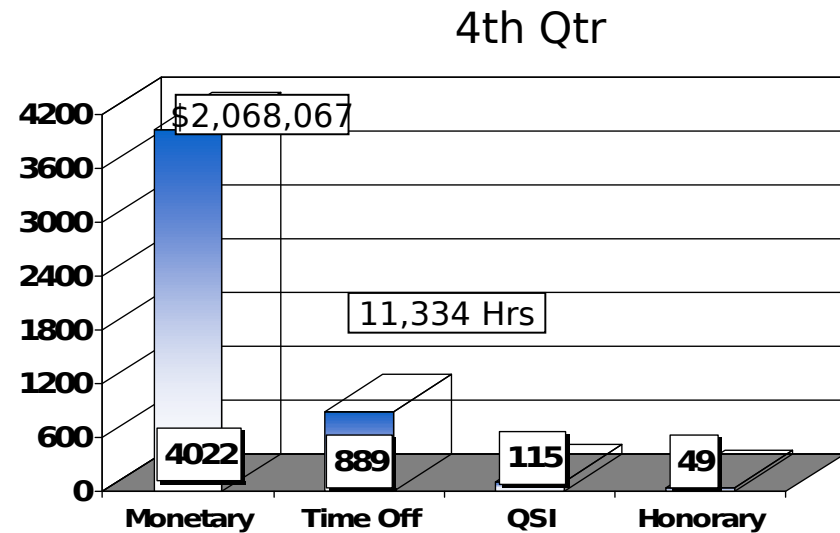
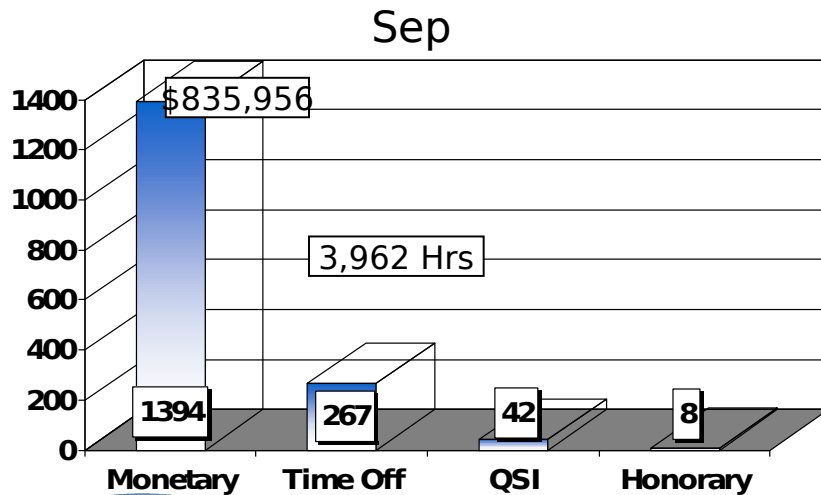
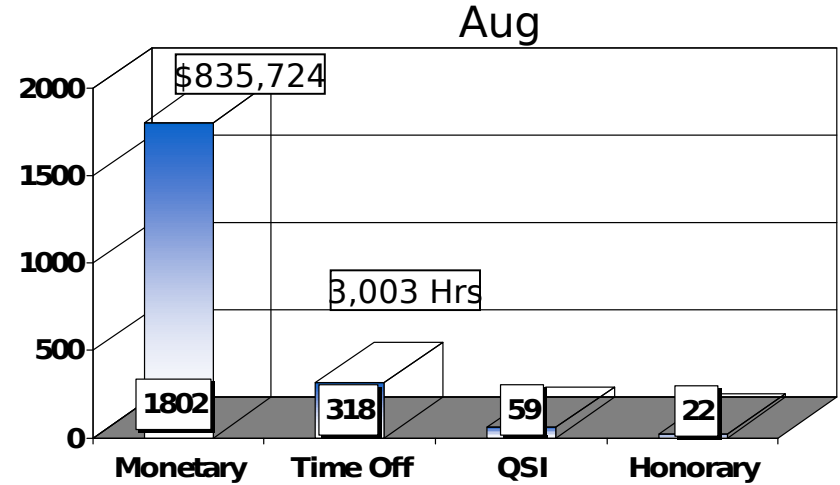
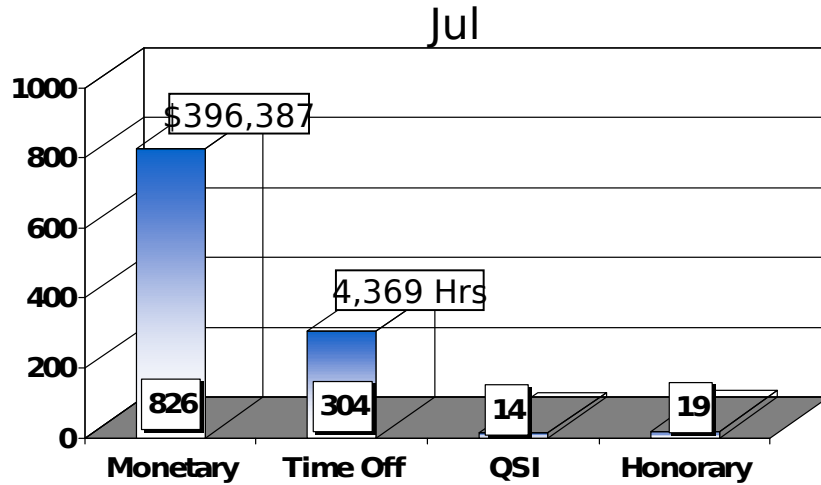


ANALYSIS: Non-recruitment actions processed within 5 days of receipt in SSD remained steady at 91%. The overall average time to process actions improved from 5 to 4 days. Volume of actions processed also increased this quarter (from 2360 to 2934).



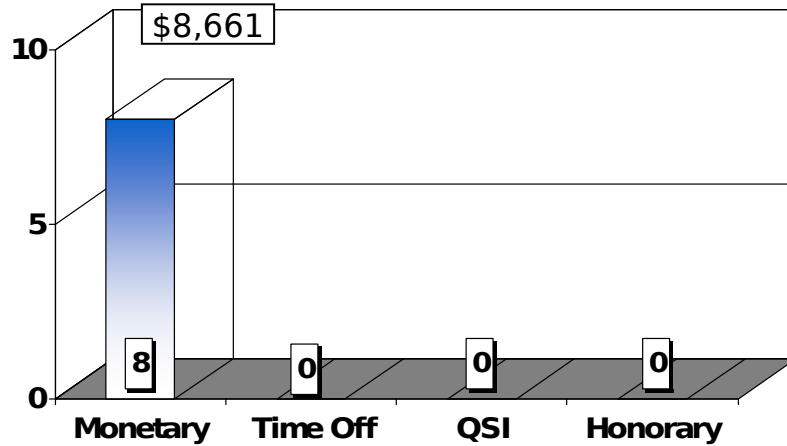
TOPIC:**Non-Recruitment Actions Processed - Yuma Proving Ground****4TH QTR-****PROPONENT: WCPOC - SSD****FY99****STANDARD:** 5 Calendar Days Avg. from Date Rec'd in SSD**ASSESSMENT:** Green

ANALYSIS: One hundred percent of all non-recruitment actions were processed within 5 days of receipt in SSD, and in an average of 4 days. Overall performance is excellent and we expect this level of timeliness to continue.

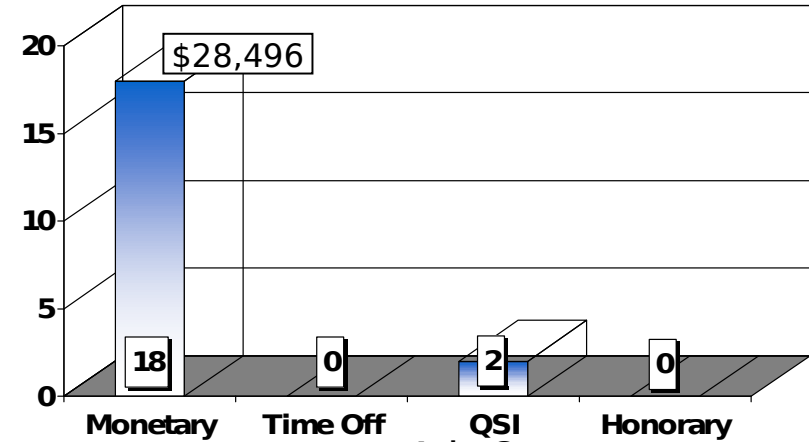
TOPIC:**Awards Processed - All Serviced****4TH QTR-
FY99****PROPONENT: WCPOC - SSD**

TOPIC:**Awards Processed - Yuma Proving Ground****4TH QTR-
FY99****PROPONENT: WCPOC - SSD**

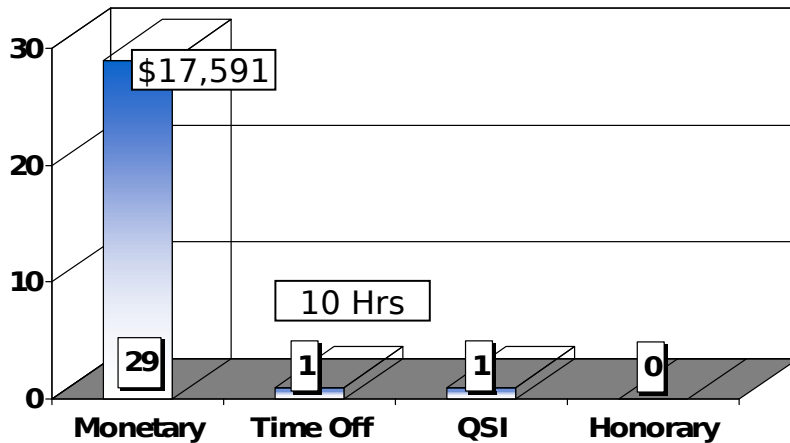
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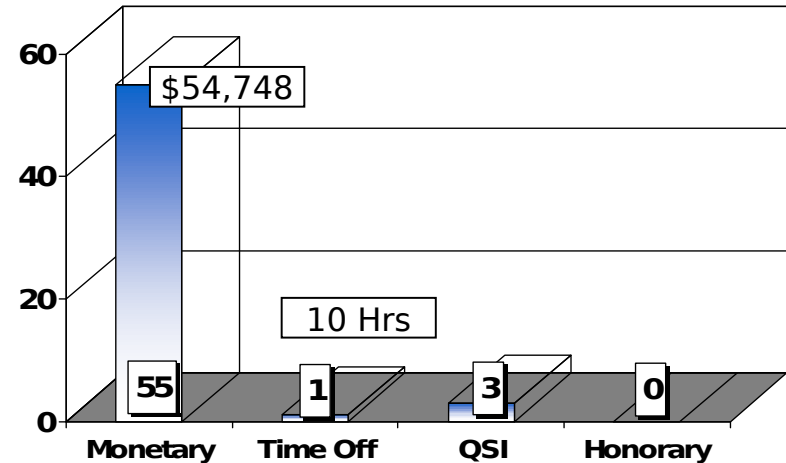
Aug



Sep



4th Qtr

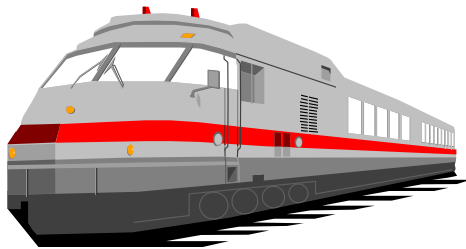


Section 5

Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.



TOPIC: Training Requests Processed - All Serviced

**4TH QTR-
FY99**

PROPONENT: WCPOC - HRDD

ASSESSMENT: Green

STANDARD: 7 Calendar Days from Receipt

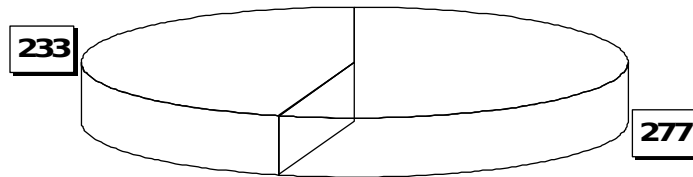


Manual DCPDS

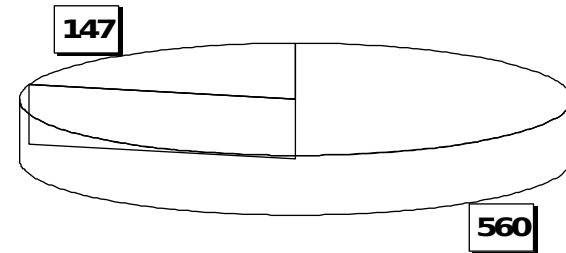


TRAIN FPI

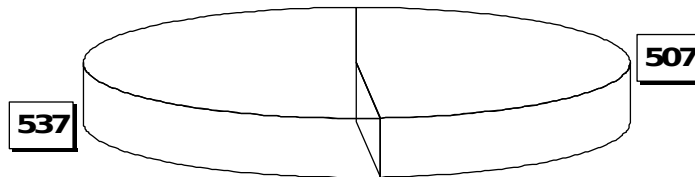
Jul



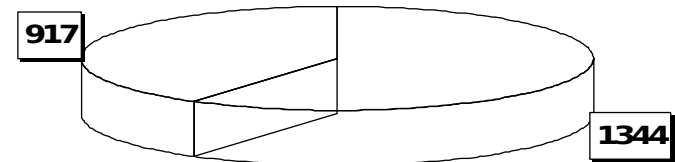
Aug



Sep



4th Qtr



Training Investment: :
\$887,432

Training Hours: 49,255

ANALYSIS: All records of completed training received by the WCPOC were processed within standard. Forty-one percent of training completions were processed using the TRAIN FPI. The CPOC continues to encourage use of TRAIN and has offered to provide additional assistance and training wherever desired.



TOPIC: Training Requests Processed - Yuma Proving Ground		4TH QTR-FY99
PROPONENT: WCPOC - HRDD		ASSESSMENT: Green
STANDARD: 7 Calendar Days from Receipt		

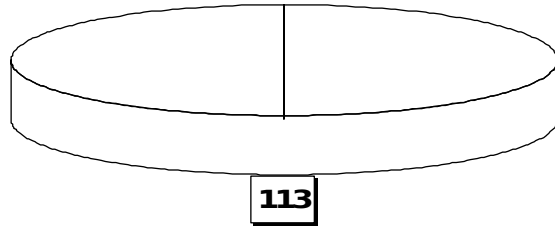
Jul



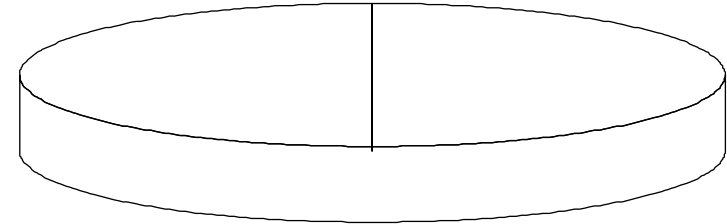
Manual DCPDS



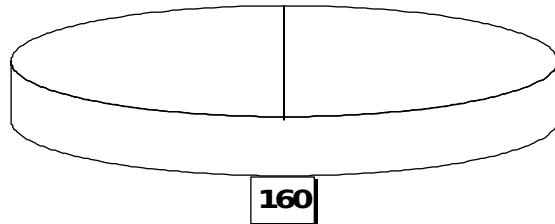
TRAIN FPI



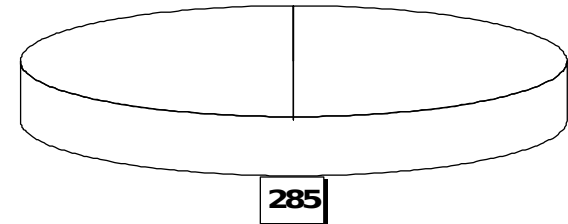
Aug



Sep



4th Qtr



Training Investment: :
\$23,683
Training Hours: 5,234

ANALYSIS: All training completions for the CPAC were processed within standard through the TRAIN FPI.



SECTION 6

Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-
Section

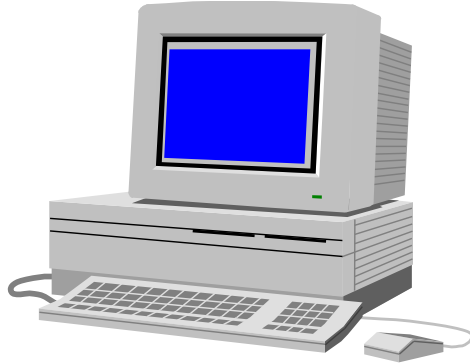
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

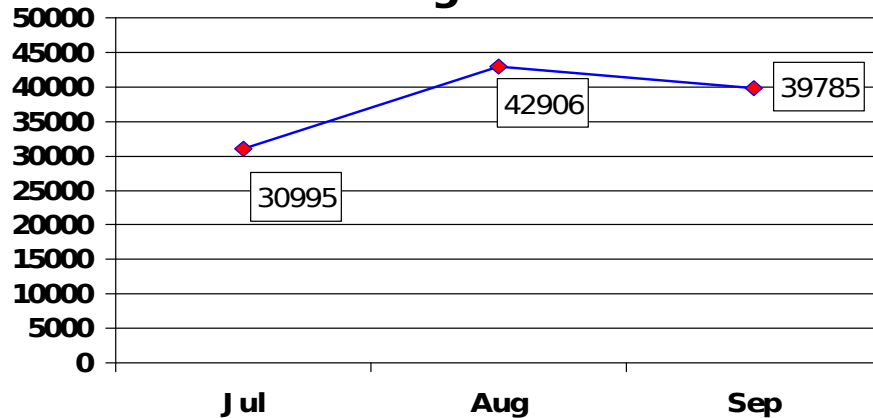


TOPIC: FPI Usage - All Serviced

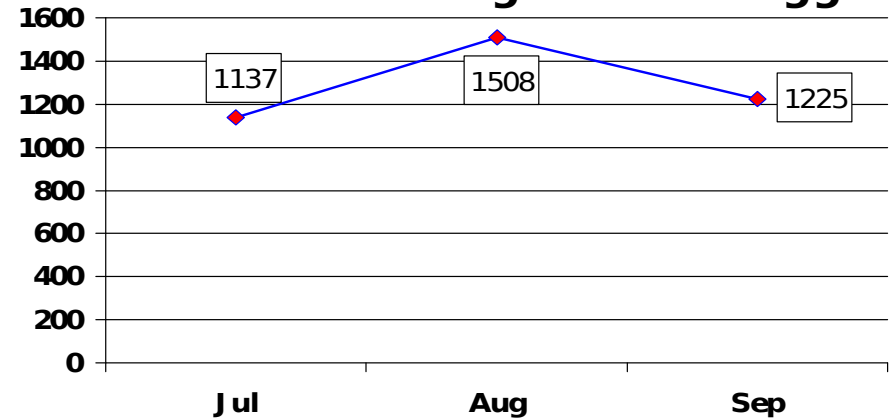
4TH QTR-FY99

PROPONENT: WCPOC-ISD

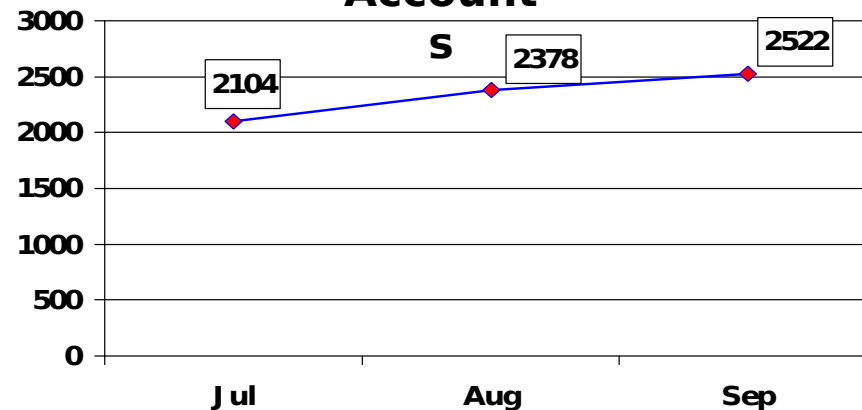
Logins



Number of Managers that Logged In



Account



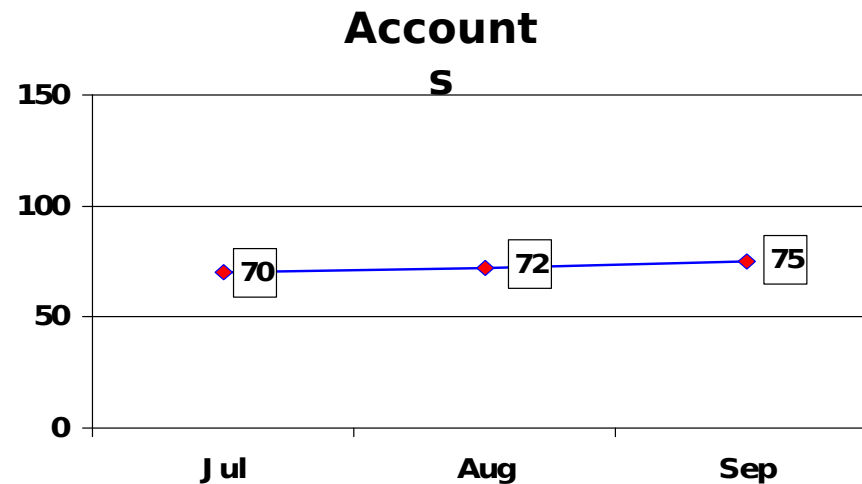
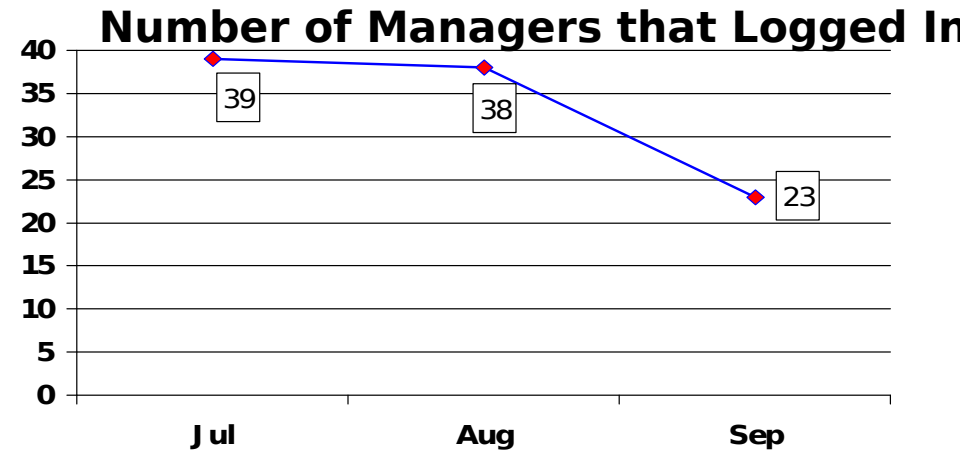
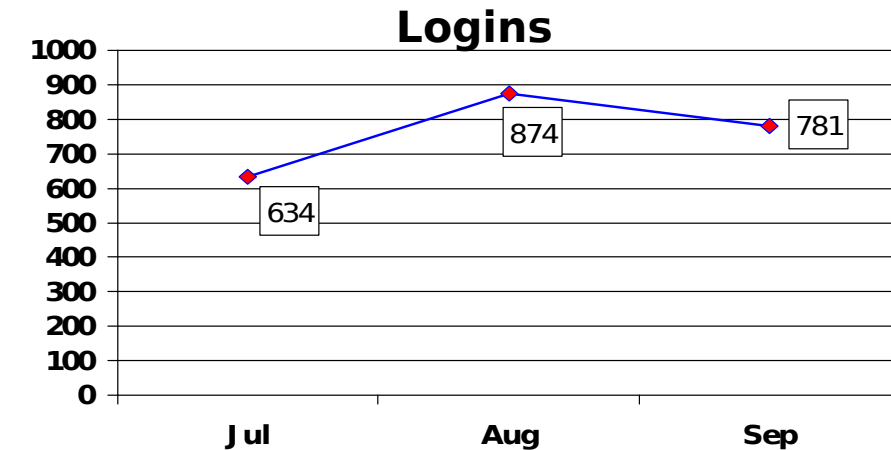
ANALYSIS: COE South Pacific Division and COE , Portland transitioned this quarter requiring the creation of more than 400 new FPI accounts. Over 600 unused FPI accounts were inactivated, so although the number of FPI accounts increased during the quarter by almost 20%, the total number of accounts decreased from last quarter by over 200. With two new CPACs, the number of Logins increased by about 30%. With the inactivation of unused accounts, the Number of Managers that Logged In increased by more than 60%, with the percentage of Managers using the FPIs increasing from about 32% last quarter to more than 60%.



TOPIC: FPI Usage - Yuma Proving Ground

4TH QTR-FY99

PROPONENT: WCPOC-ISD



ANALYSIS: Although still fairly low, the number of managers using the FPIs increased significantly from about 29% last quarter to about 45% this quarter.

